

Weekly Management Report

April 18, 2014

1. **Report** – Exceptional Projects and Transit Center Projects – Density Bonus Criteria Status Update – Community Development Department
2. **Memo** – Planning Board Actions of April 14, 2014 – Community Development Department
3. **Synopsis** – Park, Recreation and Community Services Cultural Arts Commission Annotated Agenda/Meeting Summary of April 10, 2014 – Park, Recreation and Community Services Department
4. **Synopsis** – Library Services Board of Library Trustees Annotated Agenda/Meeting Summary of April 9, 2014 – Library Services Department
5. **Report** – Weekly Library Report, April 17, 2014 - Library Services Department
6. **Report** – Weekly Fire Report, April 17, 2014 - Burbank Fire Department



CITY OF BURBANK
OFFICE OF THE CITY MANAGER
(818) 238-5800
FAX (818) 238-5804

DATE: April 18, 2014

TO: Honorable Mayor and City Council

FROM: Mark Scott, City Manager *MS*

SUBJECT: **EXCEPTIONAL PROJECTS AND TRANSIT CENTER PROJECTS – DENSITY
BONUS CRITERIA STATUS UPDATE**

Attached, for your information only, is a report from Joy Forbes that outlines the Community Development Department's plans to obtain public input on the subject of "density bonus" for what the Burbank2035 General Plan calls Exceptional Projects and Transit Center projects.

The report is self-explanatory so I will not summarize it here. My purpose is simply to make the City Council aware of this initiative that is underway through the Planning Board and staff. If the City Council wishes to be briefed on this along the way, staff would be happy to schedule a study session presentation.

memorandum

DATE: April 1, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director *jr*
by Carol D. Barrett, Assistant Community Development Director *C Barrett*

SUBJECT: **Exceptional Projects and Transit Center Projects – Density Bonus
Criteria Status Update**

BACKGROUND

The Burbank2035 Land Use Element established maximum FAR and maximum residential density limits for properties with non-residential land use designations. Burbank2035 also included Policies 1.2 and 1.4 which provided for, with discretionary approval, exceeding the density and intensity. The exceptional policy applies city-wide to multi-family projects allowing a greater density and to commercial projects allowing a greater floor area ratio. It also applies to mixed use projects. The transit oriented development only applies in the areas designated as transit centers. (See Exhibit A.)

Policy 1.2 with discretionary approval, allow for the density and intensity limits specified in Burbank2035 to be exceeded for transit-oriented development projects within transit centers as identified in the Mobility Element. The density and intensity limits may be exceeded by no more than 25%.

Policy 1.4 With discretionary approval, allow for the density and intensity limits to be exceeded by no more than 25%, for exceptional projects that advance the goals and policies of Burbank2035.

Draft proposals for defining and applying the concept of an exceptional project were presented to the Planning Board in April and May of 2013 and again in February and in March, 2014. During the gap between May of 2013 and now, staff looked at the types of projects coming in under the new General Plan and determined that the original approach had been too restrictive and did not recognize the unique characteristics of infill projects. The proposal recommended in February was much more streamlined. The Board commented on the new proposal and supported the more flexible approach. A revised set of criteria for granting bonuses was presented to the Planning Board in March. A copy of the revised criteria incorporating changes made at the March meeting is attached (See Exhibit B.)

ITEMS FOR YOUR CONSIDERATION

1. The Planning Board has set a fairly high bar for the density bonus. While this is in keeping with their desire to continuously improve the quality of development in

Burbank, I surmise that most of the developers will find the criteria very expensive to achieve. Staff advised the Planning Board that we would meet with the local development community to review the workability of the draft criteria and that we would report back to the Planning Board on those meetings. Staff may propose modifications based on developer input following broader outreach to the business community.

2. The density bonus goes up to 25%. Staff proposed and the Planning Board approved a two stage process.
 - Use the existing AUP process for density increases from 0 to 10%.
 - Use the existing Conditional Use Process for density increases greater than 10% and up to 25%.

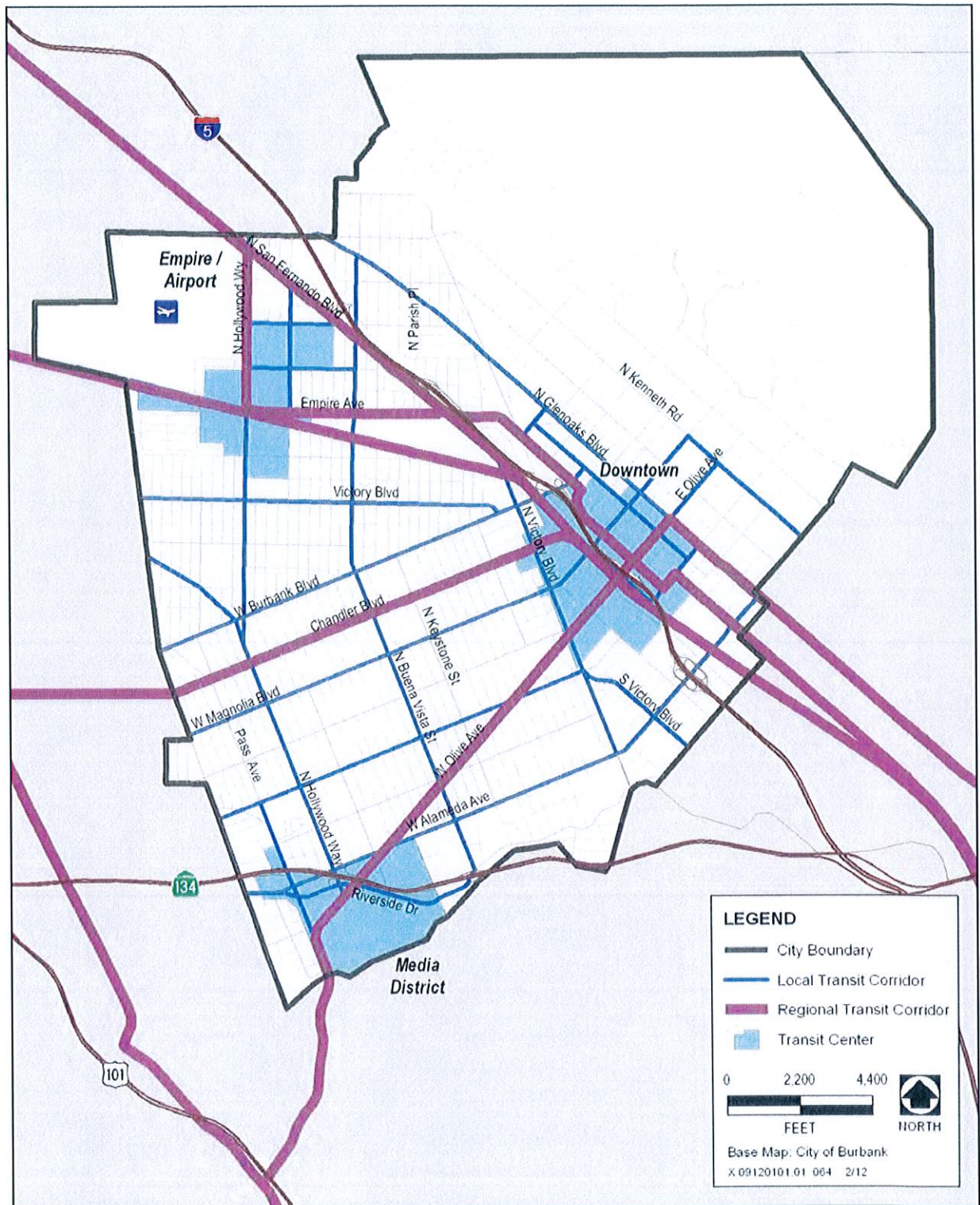
NEXT STEPS/SCHEDULE

- Staff invites developers with Burbank experience to review the draft Exceptional and Transit Center Density Bonus Criteria and provide comments. **April, 2014**
- Staff conducts outreach with residents, Board of Realtors and Chamber of Commerce given input provided by local developers. **May/June, 2014**
- Staff proposes language for the zoning text amendment to the Planning Board and completes CEQA analysis (likely an addendum to the EIR). **Fall, 2014**
- Planning Board makes a recommendation and then Council takes action on the zoning text amendment. **Fall/Winter, 2014**
- Staff prepares the application form and guidelines for applicants. **Beginning of 2015.**

List of Exhibits:

Exhibit A – Transit Centers

Exhibit B – Draft March Staff Report on Exceptional Projects with Revised Criteria



City of Burbank 2010 & 2011

Exhibit M-3. Transit Corridors and Centers

Proposed Transit Center Criteria – Revised March, 2014

Up to 10% density bonus, applicant must address at least two criteria groups and 20% of the total listed criteria or identify comparable community benefits. Up to 25% density bonus, must address at least three criteria groups and one half of the total listed criteria or identify comparable community benefits.

1. Transit Criteria
Free or subsidized transit passes to employees or residents of the project.
Enhancements to pedestrian connections between the project and the transit center (e.g. Metrolink Station). This could include improved sidewalks, street trees, safety improvements at crosswalks, street lighting, etc.
Construction/reconstruction of nearby bus shelters to provide security and shade.
Van or shuttle to Red Line or Metrolink
2. Walkability Criteria
Comprehensive upgrades to pedestrian connections to the project site above and beyond what would be required by the City (intersection treatments, bulb outs, countdown ped-heads, improved sidewalks, lighting, ADA improvements)
3. Bicycle Criteria
Bicycle facility improvements above code or that implement nearby projects that are on the Bicycle Master Plan
Shower facilities for employees to encourage biking.
4. Urban Design Criteria
Architectural design that makes it easy to access the building directly from the street or designed with an entry as close to the transit as possible. For example, the location of the entrance to a building located at the corner should be on the corner rather than half a block from the corner.
Mid block connections which can also count toward open space
Full pedestrian path or bike-ped path through block providing connection from sidewalk to sidewalk
5. Parking Criteria
No surface or above grade parking.
Shared parking with compatible uses on site or adjacent compatible projects.
If a car share provider comes to Burbank, provide preferential parking for carshare vehicles. (Could not be used today.)
Use of tandem or stacked parking allowed for all non-residential uses with the condition that free or validated valet parking or automated vehicle release for stacked parking is provided during all hours of operation.
All commercial parking spaces to be unbundled from the cost of leased commercial space and the cost of parking space to be included as a separate item in the commercial lease space.
6. Economic Development Criteria
<u>Unique business targeted by City Council</u>
<u>Provide jobs/contracts to Burbank companies during construction phase.</u>
<u>New permanent jobs on-site paying at least median income for Burbank</u>
<u>New permanent jobs in green technology or medical technology.</u>
<u>High sales tax generator</u>
<u>New businesses that promote healthy lifestyle</u>

7. Options to be proposed by the applicant consistent with goals and policies of Burbank2035.

Note: For economic development criteria, the applicant must provide data documenting that the criteria they propose for the bonus exceeds the median in Burbank.

Proposed Exceptional Project Criteria

Up to 10% density bonus, applicant must address at least two criteria groups and 20% of the total listed criteria or identify comparable community benefits. Up to 25% density bonus, must address at least three criteria groups and one half of the total listed criteria or identify comparable community benefits.


1. Affordable Housing Criteria
Offering Affordable housing as part of project
Offering a variety of unit types
2. Open Space/Parks/Amenities Criteria
Additional space beyond Code Requirements
Provide space for community garden
Construction of biking and walking trails
Recreational amenities on site available to non-residents and/or non-tenants.
3. Sustainability Criteria
Child care on site available to residents, employees, and subsidized for lower income families.
Cal Green Tier II
Zero net energy building
Exceed Title 24
4. Transportation Criteria
Underground parking for other businesses as part of a parking district or provision through long term leases
Bicycle parking and storage beyond Code
Showers for employees who walk or ride to work
All required parking (consistent with ADA requirements) provided underground rather than at-grade
9. Urban Design and Architecture Criteria
Enhanced urban design to achieve signature architecture, stimulate vitality in the public places, maintain a sense of place, and use high quality permanent building materials.
Increased sidewalk width and pedestrian friendly amenities such as shade trees.
Signage – reduce signage significantly below amount allowed by Code.
Preserve architectural heritage.
10. Economic Development Criteria
<u>Unique business targeted by City Council</u>
<u>Provide jobs/contracts to Burbank companies during construction phase.</u>
<u>New permanent jobs on-site paying at least median income for Burbank</u>
<u>New permanent jobs in green technology or medical technology.</u>
<u>High sales tax generator</u>
<u>New businesses that promote healthy lifestyle</u>
<u>Unique business targeted by City Council</u>
<u>Provide jobs/contracts to Burbank companies during construction phase.</u>
<u>New permanent jobs on-site paying at least median income for Burbank</u>
<u>New permanent jobs in green technology or medical technology.</u>

<u>High sales tax generator</u>
<u>New businesses that promote healthy lifestyle</u>
<u>Unique business targeted by City Council</u>
<u>Provide jobs/contracts to <i>Burbank</i> companies during construction phase.</u>
10. Other Goals and Policies of Burbank 2035

Note: For economic development criteria, the applicant must provide data documenting that the criteria they propose for the bonus exceeds the median in Burbank.



memorandum

DATE: April 15, 2014
TO: Mark Scott, City Manager
FROM: Joy R. Forbes, Community Development Director 
SUBJECT: Planning Board Actions of April 14, 2014

At the regular meeting of April 14, 2014, the Planning Board discussed the following items:

1. 3200 Castleman Lane | Project No. 13-0007628 – Modifications of the Conditions of Approval for Final Tract Map No. 35035

The Board voted 3-0 (Mr. Drake and Mr. San Miguel were absent) to recommend denial of a request to modify the conditions of approval for Final Tract Map No. 35035 to allow vehicle entry/exit gates at the two main entrances to the Burbank Hills Community.

The Board's decision on this item is a recommendation to the City Council. This item will be scheduled for Council consideration.

2. Improving the Design of Single Family Homes – Possible Next Steps:

Staff presented to the Board two basic directions in which the City can proceed at this time:

1. Use staff and existing resources for proposed Code revisions. This will address some of the concerns about mass and bulk but may not improve the overall quality of design; or
2. Engage an architect with experience preparing design guidelines to propose design guidelines for single family residential projects, and implement the design guidelines following Council action.

The Board discussed the information presented in the report and provided direction for a new alternative: hiring a consulting architect to illustrate the impact of potential code revisions.

3. Project No. 13-0004012 | Update on the linkBurbank Airport Area Land Use and Transportation Study:

Staff updated the Board on the linkBurbank Airport Area Land Use and Transportation Study. The transportation study includes the Airport Connections Study Area and Regional Connections Study Area and the Land Use Study is intended to identify Transit Oriented Development opportunities in the 540 acre area around the Airport to take advantage of the Airport's transportation connections.

The Board reviewed the report and provided comments to staff, then noted and filed the report.

CITY OF BURBANK

PARK, RECREATION AND COMMUNITY SERVICES

ANNOTATED AGENDA/MEETING SUMMARY

Meeting: *Burbank Cultural Arts Commission* **Date:** *4-10-14*

Members Present: *Edward Clift, Barbara Beckley, Edward Arno, Cynthia Pease, Mary Elizabeth Michaels, Jan Osborn,*

Absent: *Brian Miller, Lynda Willner, Peggy Flynn*

Staff Present: *Judie Wilke, Gaby Flores, Marissa Minor, Kristen Smith, Caroline Arrechea*

Liaisons Present: *Jess Talamantes*

Item Discussed	Summary	Direction or Action, if any
1 Downtown Burbank Arts Festival	Downtown Burbank Arts festival is scheduled on April 19 & 20. The Cultural Arts Commission will be having a booth at the festival to distribute marketing materials for local art organizations.	Community Development staff Marissa Minor provided an update on the Downtown Burbank Arts Festival to the Commission. This year Downtown Burbank is partnering with the Creative Talent Network. There will be 32-34 digital animation artists/groups featured. Commission Member Arno is coordinating volunteers to help staff the Cultural Arts Commission booth at the festival. Staff is providing outreach to local arts organizations to drop off their marketing materials at the Creative Arts Center that can be handed out to the public during the 2 day event. Local potters will be showcasing their talent using recycled clay at the Cultural Arts Commission's booth. Woodbury staff will assist the Commission with setting up a twitter account using the hashtag word #burbankarts.
2 Commission Meeting Locations in 2014	The Commission previously expressed a desire to hold meetings at a variety of locations.	The April meeting was held at the Buena Vista Library. Staff has compiled a list of confirmed locations for future monthly meetings. The May meeting will be held at the Ovrom Community Center.

CITY OF BURBANK
PARK, RECREATION AND COMMUNITY SERVICES
ANNOTATED AGENDA/MEETING SUMMARY

3	Art in Public Places Update	Commission members expressed an interest in receiving an update on Art in Public Places projects.	No update at this time.
4	2013/2014 Burbank Cultural Arts Commission Goals Taskforces	<p>The Cultural Arts Commission has established 8 goals to be accomplished over the next year:</p> <p>Goal 1: Colorful Arts Destination Map</p> <p>Goal 2: Paint Electrical Boxes</p> <p>Goal 3: Make Measurable Progress at Starlight Bowl</p> <p>Goal 4: Participate in Burbank On Parade</p> <p>Goal 5: Monthly Representation at Chamber Mixers</p> <p>Goal 6: Clearly Define Mission/Identity</p> <p>Goal 7: Fix Website</p> <p>Goal 8: Collaborate and Support Burbank Arts Organizations/Artists through convening</p> <p>Goal 9: Obtain Funding For Commission Priorities</p>	<p>Goal 1: Colorful Arts Destination Map</p> <p>Commission Member Miller was not present at the meeting but provided a brief update via email. Staff reported that Commission Member Miller was trying to coordinate a conversation between the website company and staff at Woodbury to discuss the arts map application. Staff will assist with trying to reach out to both parties to facilitate a meeting/conversation. Chair Clift recommended the subcommittee submitting a budget proposal for the project. Commission Member Michaels explained the arts map would be a living map to be placed online and able to be printed in PDF format. Printing an actual brochure was very expensive. A future project could include making the arts map into a phone application.</p> <p>Councilmember Talamantes suggested discussing the Burbank Arts app with the Public Information office and potentially invite staff to an upcoming meeting.</p> <p>Goal 2: Paint Electrical Boxes</p> <p>Staff coordinated 2 subcommittee meetings over</p>

CITY OF BURBANK

PARK, RECREATION AND COMMUNITY SERVICES

ANNOTATED AGENDA/MEETING SUMMARY

	<p>the last month to discuss and develop the electrical box project. The subcommittee met to establish guidelines, timeline, process, and budget for the electrical box project. Staff took measurements of 7 potential electrical box units. Staff is working with BWP to get painting guidelines. Subcommittee met with City Attorney to start process of developing criteria, waivers/releases, legalities and insurance. Commission Member Beckley discussed with the Commission about themes for the electrical box units to be about celebrating art and highlighting the different art disciplines listed on the website. Other discussion included whether or not to open the project up to all artists or just local artists. Commission Member Beckley suggested that entries should be anonymous.</p> <p>Goal 3: Make Measurable Progress at Starlight Bowl</p> <p>Commission Member Pease informed the Commission that the feedback that was gathered from the Commission was included in the final Starlight Bowl proposal that will be presented to City Council and PRCS Board at the joint meeting on April 15th. Staff provided an update that Leher Architects will present findings at the meeting and</p>	
--	--	--

CITY OF BURBANK
PARK, RECREATION AND COMMUNITY SERVICES
ANNOTATED AGENDA/MEETING SUMMARY

		<p>will look at a phased approach to address the needs at the Starlight Bowl. The second report will provide an overview of current operations of the Starlight Bowl venue. Commission Member Osborn asked if the report addressed economics. Council Member Talamantes commented to the Commission that the funding of \$18 million is the biggest issue and the need to be cognizant of the neighbors surrounding the venue. Commission members were invited to attend this upcoming City Council meeting.</p> <p>Goal 4: Participate in Burbank On Parade</p> <p>Commission Member Willner was not present but provided an update via email. Staff updated the Commission that Commission Member Willner explained that this subcommittee was unable to enter the parade this year due to so few resources being available. Commission Member Arno suggested that the planning needs to start now for the 2015 parade entry. Chair Clift suggested a subcommittee to discuss if this should remain on future agendas as a goal and bring that recommendation back to the Commission.</p> <p>Goal 5: Monthly Representation at Chamber Mixers</p>
--	--	---

CITY OF BURBANK

PARK, RECREATION AND COMMUNITY SERVICES

ANNOTATED AGENDA/MEETING SUMMARY

		<p>No update given. Chair Clift suggested reaching out to other arts organizations to attend the monthly Chamber Mixers. He thought the Commission should create 3-4 different messages to present to the business community. Commission thought it might be good outreach once additional Commission projects were finalized and could attend meetings to gather support from community and businesses.</p> <p>Goal 6: Clearly Define Mission/Identity</p> <p>Chair Clift initiated a discussion with the Commission on what is their identity. He explained it was important to define the Commission as a recommending body to the City and create policy that governs decision making. Commission Member Beckley expressed the importance of partnering with Burbank Water and Power on the electrical box project to gain visibility in the community.</p> <p>Commission Member Osborne expressed her desire to see the Commission offer grants for arts organizations, support for individual artists, help build audiences and look at bigger areas for impact.</p> <p>Goal 7: Fix Website</p>
--	--	---

CITY OF BURBANK
PARK, RECREATION AND COMMUNITY SERVICES
ANNOTATED AGENDA/MEETING SUMMARY

	<p>Commission member Arno and staff have developed a list of items/features that should be changed on the existing website in order to drive traffic and use to burbankarts.com. Staff has worked with the website company to update banners on home page to reflect current events happening in the community. Staff has been assisting with updates to the Burbankarts.com website and Facebook page. Staff has reached out to registered arts organizations encouraging them to post events or send events to be posted on Burbankarts.com</p> <p>Goal 8: Collaborate and Align Goals with Arts Organizations</p> <p>Commission Member Osborn handed out a letter received from Alice Asmar (a former Commission member) asking the Commission to host a public event in Burbank to support her recent publication of her book "Dance to the Great Spirit." Commission members expressed some concerns with hosting and promoting a commercial enterprise. Commission Member Arno suggested forwarding the event to the Library for consideration of a future event at their facilities.</p>	
--	---	--

CITY OF BURBANK

PARK, RECREATION AND COMMUNITY SERVICES

ANNOTATED AGENDA/MEETING SUMMARY

		<p>Goal 9: Obtain Funding For Commission Priorities</p> <p>Commission Member Flynn was not present. Chair Clift recommended to the Commission to figure out a full year budget for future projects.</p>
--	--	---

CITY OF BURBANK
LIBRARY SERVICES
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: *Board of Library Trustees*

Date: *4-9-14*

Staff Present: *Sharon Cohen, Helen Wang, Laura Goldstein*

Council/Board Liaisons Present: *none*

Item Discussed		Summary	Direction or Action, if any
1	INTRODUCTION & ANNOUNCEMENTS	Chair Suzy Jacobs welcomed everyone to the April meeting.	
2	Director's Report	Library Services Director Sharon Cohen announced Trivia Challenge will be back in September and the Bike-A-Thon fundraiser was successful. She also announced that the Library received a \$5000 LSTA grant from the State Library to purchase materials to be used with the new Common Core Curriculum.	
3	Friends	Board member and Friends president Doris Crutcher shared information on recent Friends' activities with the Board. She also announced the upcoming Booksale starting on April 28 th . Volunteers are needed for setup and to assist during the sale.	
4	Legislative/Staff Update	<ul style="list-style-type: none"> Ms. Cohen shared copies of the letter that that the Board sent to both our State Assembly Budget Subcommittee Number 2 and Senate Budget Subcommittee Number 1 in support of the Governor's public library broadband proposal. There was no staff update. The Board took this opportunity to wish Ms. Wang a happy retirement and to thank her for her service to the Library. 	
5	Visit with Assembly Member Gatto	Mrs. Crutcher informed the Board that she and Ms. Cohen met with Assembly Member Gatto on March 28. They shared information on Library activities, talked about the need for a new Central Library, and asked for support for SB1455 and the Governor's public library broadband proposal.	

CITY OF BURBANK
LIBRARY SERVICES
ANNOTATED AGENDA/MEETING SUMMARY

6	Burbank on Parade	Mr. Guillen and Ms. Cohen shared the decision to not participate in Burbank on Parade this year due to the limited preparation time.	Mr. Guillen will bring the request back next year that the Library Board march in Burbank on Parade.
7	Mascot Design Contest	Ms. Cohen shared that 250 designs were received in the Mascot Design Contest. Both Library and BNLN members are pleased to announce the selection of Dewey the Dragon as the Library's mascot. The costume is currently being fabricated.	Board requested that BNLN members come to the May Board meeting so that the Board can express their appreciation for all their efforts. Ms. Cohen will pass the request on to BNLN.
8	Library Topic of the Month – Library Assistant Laura Goldstein	Mrs. Goldstein introduced herself, talked about her family and discussed many of the duties and responsibilities that she has as the Circulation Supervisor for the Central library. Ms. Cohen praised Mrs. Goldstein and thanked her for taking Board minutes for the past several months. This is Mrs. Goldstein's last Board meeting. Anne Ngo will return to taking Board minutes at the May meeting.	
9	Advocacy	<ul style="list-style-type: none"> • Thank you to both Mrs. Paysinger and Mr. Guillen who attended Council meeting last month and advocated for the Library. • Chair Jacobs suggested that Board members each select a program to attend and share the importance of membership in the Friends and listen to suggestions, comments about library services. 	
10	SB1455	Ms. Cohen handed out information on SB1455 (DeSaulnier) which would enact the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2014. The bill passed out of the Senate Education Committee with a few modifications, including the request that the State Library does a current needs assessment. Next the bill goes to the Senate Governance and Finance Committee. More letters of support are needed.	The Board unanimously voted to send a letter of support to the Senate Governance and Finance Committee. Chair Jacobs will write the letter on behalf of the Board.



**CITY OF BURBANK
LIBRARY SERVICES DEPARTMENT
MEMORANDUM**

DATE: April 17, 2014

TO: Mark Scott, City Manager

FROM: Sharon Cohen, Library Services Director

SUBJECT: Weekly Library Report

Magician "**ABBIT the Average**" entertained a crowd of **169** for the April 3rd Family night at the BV library. Abbit did several "average" magic tricks and performed "average" comical skits. But the crowd really thought he was fantastic and above "average!" Laughter filled the room.



April is National Poetry Month. To celebrate the month, Senior Assistant City Attorney (and published poet) **Terry Stevenson** spoke to a very enthusiastic group of **23** poetry-lovers at the Library's program on April 15. Terry spent about an hour giving a very interesting historical overview of 20th century poetry with examples from various anthologies. After he concluded the lecture portion of the program, several audience members got up and read short poems, either their own or from published poets. As people were leaving, many thanked the library for presenting a poetry program and expressed the hope that we'd do more in the future.



BURBANK FIRE DEPARTMENT

MEMORANDUM

DATE: April 17, 2014

TO: Mark Scott, City Manager

FROM: Tom Lenahan, Fire Chief

SUBJECT: City Manager Weekly Report

Training & Safety Division

Thanks to our partners at both Disney Operations and Disney Fire Department, BFD and BPD have been given the opportunity to use several of their buildings for training purposes prior to their demolition. This training is invaluable as it gives our members the opportunity to carry out critical rooftop ventilation, fire attack and search & rescue operations under real life conditions. BPD will be conducting SWAT training concurrent with our Fire Attack and Ventilation training.

